Appendix 4 Data Dictionary

Archive
A site where machine-readable materials are stored, preserved, and possibly redistributed to individuals interested in using the materials.[1]

Balance Score Card (BSC)
Strategic planning and management system to align activities to the vision and strategy of the organization, improve communications, and monitor organization performance against strategic goals. The Research Center is linking research to WYDOT's Balanced Score Card.

Catalog
Collection of data and/or datasets.

Completion date
The termination date of the contract.

Copyright
A statutory right that grants creators (authors) certain exclusive rights in their creations for a legally established duration of time. [2]

Copyleft
A general method for making a program (or other work) free, and requiring all modified and extended versions of the program to be free as well.[3]

Creator
Person who creates or generates the data or dataset.

Data
The recorded factual material commonly accepted in the scientific community as necessary to validate research findings.

Data Archiving
The systematic retention and re-use of transportation data that is typically collected to fulfill real-time transportation operation and management needs. Data archiving is also referred to as data warehousing or operations data archiving. Transportation operations and their respective sensors and detectors, and other data collection processes, are a potentially rich and detailed source of data about transportation system performance and characteristics. (Note: Insert the phrase "and other data collection processes" to address private-sector data collection.) [4]

---

[1] https://www.lib.umn.edu/dp/glossary
[2] https://www.lib.umn.edu/dp/glossary
[3] http://www.gnu.org/copyleft/copyleft.en.html
[4] http://onlinepubs.trb.org/onlinepubs/circulars/ec166.pdf

Data Management
The development, execution, and oversight of architectures, policies, practices, and procedures to manage the information lifecycle needs of an enterprise in an effective manner as it pertains to data collection, storage, security, data inventory, analysis, quality control, reporting and visualization.[5,6]

Data Owner
A Data Owner is the authority, individual, or organization having legal rights to specified data. The legal rights of a Data Owner include their personal information, copyright and intellectual property rights, as well as the rights to exploit and/or destroy the data. The rights of the Data Owner apply even when the owned data is collected by a third party and/or combined with data owned by others. [7]

Data Set
A collection of data presented in tabular or non-tabular form.[8]

Digital Object
An object composed of a set of bit sequences.[9]

Digital Object Identifier
A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when an article is published and made available electronically. All DOI numbers begin with a *10* and contain a prefix and a suffix separated by a slash. The prefix is a unique number of four or more digits assigned to organizations; the suffix is assigned by the publisher and was designed to be flexible with publisher identification standards.[10]

Digital Preservation
All the activities undertaken to ensure that the digital content is maintained in usable formats and can be made available in meaningful ways for current and future uses over time.

Intellectual property rights (IPR)
Conceptual property that has commercial value, including copyrighted or trademarked property such as literary or artistic works or information such as patents, business methods, or industrial processes. [11]

Metadata
Data about other data. Preservation metadata Implementation Strategies (PREMIS) data

---

[5] Vandervalk, A., D. Snyder, and J.K. Hajek. U.S. DOT Roadway Transportation Data Business Plan (Phase 1). Publication FHWA-JPO-13-084. FHWA 2013, p. 38.
[6] *NCHRP 666, Volume II: Guide for Target-Setting and Data Management,* Chapter 2: Guide for Data Management, p. II-31
[7] WYO ETS
[8] M-13-13
[9] https://www.lib.umn.edu/dp/glossary
[10] http://www.apastyle.org/learn/faqs/what-is-doi.aspx
[11] WYO ETS

dictionary is a metadata dictionary developed for preservation.[12]   Describes characteristics or attributes of data. Metadata provides relevant information about the data.

Metadata: Preservation
The contextual information necessary to carry out, document, and evaluate the processes that support the long-term retention and accessibility of digital content. Preservation metadata documents the technical processes associated with preservation (*Migration/Refreshing*), specifies rights management information, establishes the authenticity of digital content, and records the chain of custody and provenance for a digital object.[13]

Metadata: Rights Management
Administrative metadata that indicates the copyrights, user restrictions, and license agreements that might constrain the end-use of digital content (including metadata files). [14]

Metadata: Structural
Information that provides information on how the digital object is organized or how compound objects are put together or related. This may include the page or chapter order of a book, its table of contents or indexes. Structural metadata is often used by software programs. [15]

Non-disclosure Agreement (NDA)
A legal contract that outlines confidential materials or knowledge that the parties wish to share with one another for certain purposes, but restrict from other use without proper authorization. It is a contract through which the parties agree not to disclose information covered by the agreement. [16]

ORCID
ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized.[17]

Open Data
Publically available data structured in a way that enable the data to be fully discoverable and usable by end users.[18]

Open Source
Open source refers to software in which the source code is available to the general public for use and/or modification from its original design. Open source code is typically created as a collaborative effort in which programmers improve upon the code and share the changes within

---

[12] http://www.loc.gov/standards/premis/
[13] https://www.lib.umn.edu/dp/glossary
[14] https://www.lib.umn.edu/dp/glossary
[15] https://www.lib.umn.edu/dp/glossary
[16] WYO ETS
[17] http://orcid.org/
[18] M-13-13

the community.[19]

Retention Schedule
A list classifying public records by type and detailing the life cycle of these records, including the length of time records must be retained by the agency, and their eventual disposition. [20]

Rights Owner
An individual, group, or organization that holds intellectual property rights to specific digital resource(s). See also: *Copyright*. [21]

Start Date
The date that the contract went into effect.

Wyoming Public Records Act
Sections 16-4-201 through 205 of Wyoming statutes that define what constitutes a public record and details the responsibility for protection and disposition of those records. [22]

---

[19] https://www.lib.umn.edu/dp/glossary
[20] WYO ETS
[21] https://www.lib.umn.edu/dp/glossary
[22] WYO ETS